

Financial Partners FCU is looking for dependable, detail-oriented tellers to join our member service team. This position requires a friendly personality, self-motivation, and a member-focused attitude, as well as math and computer knowledge.

Expected duties include:

1. Greet members when they arrive.
2. Process deposits, withdrawals and other money transactions.
3. Perform account maintenance for members who want to make changes.
4. Open and close accounts.
5. Introduce new members to credit union policies.
6. Learn and follow credit union operating procedures.
7. Balance cash drawers.
8. Diffuse situations and help members resolve problems.
9. Direct members to appropriate services and answers to questions.
10. File and maintain office organization which includes cleaning and any other task management requires.

Cash handling and computer experience are required.

Other recommended skills include:

Organization; problem-solving; communication skills; prior customer/member service skills; and the ability to follow directions and learn quickly.

Hours are 24 to 28 hours per week; Saturday mornings required.